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**Monday,
September 16,
2013**

2013 SEMINAR LOCATION

**HILTON PHILADELPHIA
AIRPORT**

4509 ISLAND AVENUE
PHILADELPHIA, PA 19153
(215) 365-4150

ENHANCE YOUR EEO KNOWLEDGE at the **2013 EEOC Philadelphia Training Institute Seminar**. This informative seminar, **sponsored by the EEOC's Philadelphia District Office**, will be held at the Hilton Philadelphia Airport.



EEOC Philadelphia Seminar

U.S. Equal Employment Opportunity Commission

NEW this year. A national EEOC event in Denver on August 27-29, 2013

The EXCEL Training Conference.

A full three-day agenda for private and state and local HR professionals.

Check it out at

<http://www.eetraining.eeoc.gov/EXCEL2013/index.htm>

TRAINING YOU CAN'T AFFORD TO MISS!

Join EEOC for the best in EEO training from the experts who enforce the law.

Course materials include a searchable CD-ROM of 2,000+ pages—a complete EEO Library!

Questions about the seminar?

Contact Mary M. Tiernan
EEOC Philadelphia District Office
(215) 440-2671
(215) 440-2632 FAX
(215) 440-2610 TTY



EEOC
Training Institute
...Learn from the Experts

EEOC Philadelphia Seminar

www.eetraining.eeoc.gov

Top 5 Reasons to Attend an EEOC Seminar

- Get Updates on the Latest Changes to EEO Laws and Regulations
- Avoid Common Pitfalls and Mistakes
- Learn Best Practices
- Prepare for Tough HR Decisions
- Meet the People who Enforce the Laws

Hotel Arrangements

Registrants are responsible for their own hotel arrangements.

Who Should Attend?

- Human Resources
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff [seminar approved for EEO Investigator Refresher credit]

Training Institute Policies - Training Event 13TPHI02

PAYMENT — \$349 Fee includes seminar, lunch and refreshments at breaks, and an eight-volume EEO library on CD. **PAYMENT MUST ACCOMPANY REGISTRATION. EEOC Tax ID Number: 52-0812909**

GET A DISCOUNT PRICE of \$319 by:

1) registering on-line with a credit card up to the day before the seminar, or
2) registering early by mail or FAX. Check or faxed credit card payment information **must** be received before August 30, 2013 for early bird discount. Check or faxed credit card registrations received after August 30, 2013 will be charged \$349. **NOTE:** All credit card charges will be listed as EEOC Training Institute on your statement.

PAYING BY GOVERNMENT PURCHASE ORDER *Please note: This type of payment is not eligible for the Early Bird discount.*

State and Local Government Registrants: In order to be confirmed submit a copy of the purchase order, purchase order number, billing name and address and instructions, and agency tax ID number. For all POs, please provide the name, phone number and email of a contact person for questions regarding purchase order and payment. "Purchase order number" could also be a requisition or document number, as appropriate.

Federal Government Registrants: We only accept federal purchase orders over \$2,500. Please contact our customer service staff at 866.446.0940 or send an email to eeoc.traininginstitute@eeoc.gov for more information.

REGISTRATION — Register at www.eetraining.eeoc.gov. Credit card and electronic bank check registrations will receive immediate confirmation. **EEOC Tax ID Number: 52-0812909**

You may also **MAIL** your registration application with payment to **EEOC TRAINING INSTITUTE, REGISTRATION PROCESSING, 6501 RED HOOK PLAZA, SUITE 201, ST. THOMAS, VIRGIN ISLANDS 00802** OR **FAX** your registration with payment to 703.787.8090.

QUESTIONS ABOUT REGISTRATION? 1.866.446.0940; TTY# 1.800.828.1120; eeoc.traininginstitute@eeoc.gov

CONFIRMATION — Registrants will receive written email or fax confirmation upon receipt of a complete registration application and payment. Space is limited, so register early, preferably at least 5 days prior to the seminar. Late registrations will be accepted on a space-available basis. Your confirmation email should be brought to the event.

CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than 7 business days prior to the seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

REASONABLE ACCOMMODATION REQUESTS — If you need an accommodation, please note it on the registration form and we will contact you.

We're Going Green!

Materials will be provided electronically this year so you can bring them with you in your preferred format or on your preferred device or laptop.

Please provide your e-mail address so you will receive the link to the materials!

• LET EEOC BE YOUR TRAINER

Experienced EEOC staff will come to your worksite and provide training on popular EEO topics such as harassment or an overview of EEO. For more information, contact:

Mary M. Tiernan
Program Analyst
(215) 440-2671
mary.tiernan@eeoc.gov

Credits: Recertification credits from HRCI are available. Continuing Legal Education (CLE) credits will be requested from Pennsylvania. The seminar also meets the yearly refresher training requirement for federal agency EEO investigators.

8:00 a.m.	Registration and Continental Breakfast
9:00 a.m.	Welcome <i>Spencer H. Lewis, Jr., District Director, EEOC Philadelphia District Office</i>
9:15 a.m.	Hiring and Selection without Discrimination: the Use and Abuse of Conviction Records and Credit Checks <i>Rue Landau, Esq., Executive Director, Philadelphia Commission on Human Relations (PCHR)</i> <i>Ryan Allen Hancock, Assistant Chief Counsel, Pennsylvania Human Relations Commission (PHRC)</i> <i>Mary M. Tiernan, Program Analyst, EEOC</i> This is a can't miss session! Learn about the recent federal, state and city developments that will have an impact on your hiring and selection procedures, including guidance from EEOC and PHRC on using arrest and conviction records and Philadelphia's "Ban the Box" law.
10:30 a.m.	Break
10:45 a.m.	Choose One Session: Practical Tips from the Philadelphia District Office <i>Frances Watson, EEOC Supervisor and Cynthia Locke, EEOC Mediator</i> Learn from Federal Sector Findings and Settlements <i>Francis Polito, EEOC Supervisory Administrative Judge</i>
11:45 a.m.	Lunch
1:00 p.m.	LGBT Issues in the Workplace <i>Robyn Gigl, Esq., Stein, McGuire, Pantages & Gigl, LLP</i> <i>Natalie F. Hrubos, Esq., Duane Morris LLP</i> <i>David Rosenblum, Esq., Legal Director, Mazzoni Center</i> Did you know that EEOC has said that transgender individuals are covered under Title VII? Learn how you can implement a supportive and productive environment for our LGBT colleagues. Hear plaintiff's and employer's perspectives on how to address some hot button issues (like "the bathroom issue") and learn some best practices to prevent discrimination and harassment.
2:15 p.m.	Break
2:30 p.m.	Is That Reasonable? Leave as an Accommodation under the ADA <i>Maria Luisa Morocco, Supervisory Trial Attorney</i> Gain a better understanding of how to respond to requests for leave as a reasonable accommodation. Sharpen your skills to analyze whether your company's leave policies and related practices are ADA-compliant.
3:30 p.m.	Recent Developments in EEO Law <i>Debra M. Lawrence, Regional Attorney, EEOC Philadelphia District Office</i> Join us for a review of the significant court decisions this year. Hear about the latest and most interesting developments in EEO law and recent EEOC litigation from the EEOC Regional Attorney in charge of EEOC's litigation program in Pennsylvania and four other states.
4:45 p.m.	Adjourn

EEOC Philadelphia Seminar September 16, 2013 #13TPHI02

Please print and use a separate form for each attendee.

3 ways to register

- **ON-LINE - GET DISCOUNT PRICE**

www.eetraining.eeoc.gov

(payment by credit card and online check only)

- **MAIL**

EEOC TRAINING INSTITUTE

REGISTRATION PROCESSING

6501 RED HOOK PLAZA, SUITE 201

ST. THOMAS, VIRGIN ISLANDS 00802

Directions to SEMINAR LOCATION—

Traveling South on I-95: (From Philadelphia & New Jersey): Follow I-95 South through Philadelphia to Exit #15 (Enterprise Avenue / Island Avenue). The exit ramp will place you onto Enterprise Avenue. Follow Enterprise Avenue to the Dead End and turn right onto Island Avenue. Follow Island Avenue ½ mile, and the hotel will be on the right hand side.

I-76 East: (Schuylkill Expressway from Philadelphia and the Pennsylvania Turnpike): Follow I-76 East through Philadelphia to Exit 347A (Route 291 / Penrose Avenue). Follow this long exit to the 1st traffic light (Penrose Avenue) and turn right. Travel over the George Platt Bridge and stay in the left hand lane for the Island Avenue exit. At the first traffic light (Island Avenue), turn left. The hotel is on the left hand side.

First Name _____ MI _____ Last Name _____

Title _____

Organization _____ Suborg _____

Address _____

City _____ State _____ Zip _____

E-Mail _____

Business Telephone () _____ (☐ if TTY, please check)

Fax No. () _____ Company/Agency Tax ID Number _____

Do you require a reasonable accommodation, due to a disability, in order for you to attend this program? ☐ Yes ☐ No Describe accommodation requested or special diet needed.

AMOUNT OF PAYMENT: \$349 Discount Price of \$319 available for online registrations up until the day before the seminar and for mailed checks or mailed/faxed credit card payment registrations received by August 30, 2013. Faxed/mailed credit registrations received after August 30, 2013 will be charged \$349.

Credit Card ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Account # _____ Expiration Date _____

Cardholder Name (please print) _____

Signature _____ Card Security Code _____

Cardholder Email address _____

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☐ **Check Payable to EEOC Training Institute**

☐ **State/Local Government Purchase Order (Attached) PO #** _____

State and Local PO will be paid by ☐ Check ☐ Credit Card (provide information above)

Billing Organization Name & Address _____

Name/Phone #/Email of Billing Contact _____

We only accept federal purchase orders for over \$2,500. Please call us at 866.446.0940 or send an email to eeoc.traininginstitute@eeoc.gov for special registration form and procedures.

Have you attended an EEOC sponsored seminar, course or conference in the last 5 years? ☐ Yes ☐ No

By registering for a Training Institute event, you agree to all applicable Institute policies.

Employees at Your Facility:

- ☐ Under 50
☐ 50-99
☐ 100-249
☐ 250-499
☐ 500-999
☐ 1,000+

Your Organization's Business Type:

- ☐ Federal Gov't
☐ State/Local Gov't
☐ Private

Your Position Category:

- ☐ Attorney ☐ EEO Director, Manager, Supervisor
☐ EEO Professional (Investigator, Counselor, Specialist)
☐ HR Director, Manager, Supervisor ☐ HR Staff
☐ Mediator, ADR ☐ Other Manager, Supervisor
☐ President, CEO, Owner ☐ Union Representative
☐ Other _____

How did you learn about our seminar?

- ☐ Brochure in mail ☐ Email ☐ Colleague
☐ Website/Internet ☐ Newspaper/Radio Ad
☐ Professional Organization ☐ SHRM ☐ EEOC event
☐ Other _____